

DCI/IC/76-5538
9 December 1976

MEMORANDUM FOR: DCI Committee Chairmen

FROM : Walter Elder
Executive Secretary

SUBJECT : Expanded DCI Committee Chairmen's
Meeting with D/DCI/IC

1. Attached you will please find a proposed seating arrangement for subject meetings. It is based entirely on where you sat the last time. If it doesn't suit, please change it.

2. From now on, there will be name plates at the meeting and coffee will be available.

3. Since the subject meetings are scheduled for the first Tuesday of each month, it would be helpful if at least the highlights portions of your monthly reports could be available for the D/DCI/IC's information by noon Friday preceding the meeting.



Walter Elder

STAT

STAT

Approved For Release 2004/05/12 : CIA-RDP79M00098A000300010005-3

Approved For Release 2004/05/12 : CIA-RDP79M00098A000300010005-3